

From: [UCSF Academic Business Officers Group](#) on behalf of [Yang, Katti](#)
To: ABOG-L@LISTSRV.UCSF.EDU
Subject: Re: One more HOT job opportunity!!
Date: Thursday, November 03, 2016 3:02:50 PM

Job Opportunity #1 -

Job ID: 45861 BR

Research Administrator III

Department: Helen Diller Family Comprehensive Cancer Center

Location: Mission Bay

The Research Financial Analyst (Analyst) reports to the Finance Manager. The Analyst assists the Finance Manager with pre- and post-award administration and financial management of the National Cancer Institute Cancer Center Support Grant (CCSG), a large, complex center grant with an annual budget of \$7M and multiple administrative supplemental awards. Sub-budgets are set up and managed for senior leaders, administration, planning & evaluation, developmental funds, staff investigators, the Protocol Review and Monitoring System (PRMS), Data Safety Monitoring (DSM), Clinical Research Support Office (CRSO), 9 shared resources, and 10 research programs.

The objective of this position to manage Cancer Center funds effectively. Expenses to the grants must be monitored for compliance and audit concerns and be spent on approved items in the budget that benefit the project. This position is responsible for ensuring that these funds can be used for the purpose that they were granted, and for pre- and post-award fund management. The Analyst provides guidance continuously to RSAs in other department as needed or when specific issues arise, such as incomplete financial documentation and unallowable costs.

The Analyst will also be responsible for helping manage the intramural funding mechanism as the Cancer Center's Scientific Program Administration Unit continues to expand and implement new intramural funding programs, including the Early Phase Clinical Research Support, 500 Cancer Genes Program, Federal Flow-Through Projects, Give Breast Cancer the Boot, Transdisciplinary Team Awards, and Faculty Recruitment Awards. The individual is responsible for oversight of financial activities of 79 projects with an annual budget of almost \$13M. The portfolio of accounts also includes the budget management of 10 Cancer Center programmatic planning, retreat and seminars, the \$13 M portfolio includes federal funds, private sponsors, gifts and endowments, and discretionary funds.

For additional information and/or apply on-line via <http://www.ucsfhr.ucsf.edu/careers/>.

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